



Trustee – Pinn Medical Centre Patients' Association (PMCPA)

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location: 37 Love Lane, Pinner. HA5 3EE

Time commitment: 4 meetings per year, including the AGM, and possible participation in sub-committees

Reporting to: Board of Trustees

Job Description

To be a Trustee of a charity is an exciting and fulfilling role. The most effective Boards are ones that benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the PMCPA fulfils its duty to its Members as stated in its governing document (The Constitution).

The statutory duties of a Trustee are:

- .
To ensure the charity complies with its Constitution.
- .
To ensure that the charity pursues its objectives as defined in its Constitution.
- .
To ensure the charity applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities that are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- .
To contribute actively to the Board of Trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- .
To safeguard the good name and values of the charity.
- .
To ensure the effective and efficient administration of the charity.
- .
To ensure the financial stability of the charity.

In addition with other Trustees to hold the charity "in trust" for current and future beneficiaries by:

.

Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.

Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.

Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.